IV-D59 WAGE TYPE

The Agency Wage Type Descriptor Table (D59) is used to override the Object Detail established in the Statewide Wage Type Descriptor Table (D58). In addition, the Agency Wage Type Descriptor Table allows departments to set up Agency Object to further define the Object codes for selected Wage Types.

Note: Wage Types is a code produced in the SCO MyCalPAYS Uniform Payroll System to describe various types of payroll related payments.

The Wage Type Table ID is 59 and is available on the Command I.5: Agency Descriptor Tables screen.

STRUCTURE

The Wage Type Descriptor Table is divided into two segments: the control key and informational element. The control key uniquely identifies each Wage Type record and contains the Descriptor Table Identification (ID), Organization Code, and Wage Type.

The informational element segment for the Wage Type Descriptor Table contains the Title, Object Detail Code, and Agency Object (optional).

The Organization Code is determined by the Userid. The Wage Type code and Default Object Detail are defined by the Statewide Wage Type Descriptor Table. The Object Detail and Agency Object code is assigned by the department.

RELATIONSHIP TO OTHER TABLES

The Object Detail code used in the setup of the Wage Type code and must be defined in the D11 table and established in the Uniform Codes Manual. The Agency Object code used in the setup of the Wage Type code must be defined in the D12 table. Wage Type codes are used to allow agencies to define the Object Details and Agency Objects for the Wages Types.

INPUT CODING

A listing of the fields contained on the Agency Wage Type Entry screen and/or the activity reports is shown in Exhibit IV-D59-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Agency Wage Type Entry screen is keyed from the Wage Type Descriptor Table Entry form (CALSTARS 1.59). The form, shown in Exhibit IV-D59-2, is formatted the same as the Entry screen and is available at http://www.dof.ca.gov/accounting/calstars/forms/.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the Table Maintenance Log section of Chapter IV.

WAGE TYPE ENTRY SCREEN

The Entry Screen shown here is available through Command I.5.59.

9990 I.5.59: Age	ncy Wage Type (D59) Entry	08-16-2012 09:14 AM
	dd, C=Change, D=Delete, N=Next, P=Pr ecall Maint/Print, V=View, W=Print F	
WAGE TYPE	>	
TITLE	:	
DEFAULT OBJECT D	ETAIL:	
OBJECT DETAIL	>	
AGENCY OBJECT	>_	
Command:		LP DATE:
	PF3PF4PF5PF6PF7PF8-	
neip ketr	n Quit Log List Bkwrd Frwn	rd Clear Swist Main

All Wage Type table maintenance, A=Add, C=Change, D=Delete, N=Next, P=Print Table, R=Recall Maintenance/Print, V=View, and W=Print Record, can be performed from the Entry screen.

The **F10**=SWLst will invoke the Statewide Wage Type list with all available Wage Types produced by MyCalPAYS. An Agency can select a Wage Type from this list, change the Object Detail and/or add an Agency Object to their Agency Wage Type table.

The **F1**=Help, field look up help, will only list the Agency's Wage Types entered in the Agency's table.

WAGE TYPE LIST SCREEN

The List screen is displayed when the **F5=**List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

The list of records is displayed in Wage Type order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the department. Otherwise, it will begin with the record shown when **F5** was pressed.

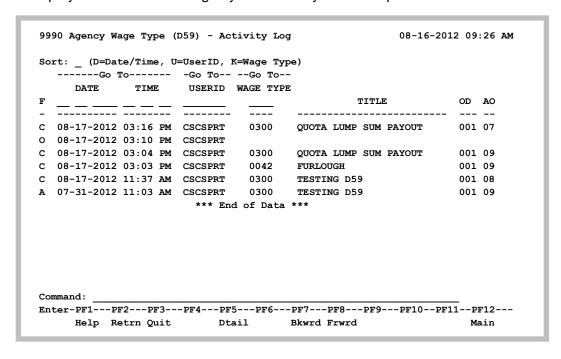
To find a specific record, enter the code in the 'Go to Wage Type' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by Wage Type). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

WAGE TYPE ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4**=Log key on the Entry screen is pressed.



If the Entry screen is blank when **F4** is pressed the list of activity records is sorted by date. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

If a record is displayed on the Entry screen when **F4** is pressed the list of activity records is sorted by Wage Type. The records are displayed by Wage Type in ascending order beginning with the Wage Type of the record previously on the Entry screen. If there are multiple activity records for the same Wage Type, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Wage Type column is displayed in white to indicate Wage Type as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Wage Type in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID or Wage Type in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are

displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all Wage Type Table records can be viewed on the Wage Type Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5**=Dtail.

```
9990 Wage Type Log Detail - Date/Time Order 08-16-2012 09:34 AM

Function: C DATE: 08-17-2012 TIME: 03:16:23 PM USERID: CSCSPRT

WAGE TYPE : 0300

TITLE : QUOTA LUMP SUM PAYOUT

OBJECT DETAIL : 001 SALARIES AND WAGES

AGENCY OBJECT : 07

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit Bkwrd Frwrd Main
```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The **F7** and **F8** keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

TABLE MAINTENANCE FUNCTIONS

The following functions (except some **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

Key **A** in the Function field, the Wage Type, Title, Object Detail, and optionally, Agency Object to **A**dd a record to the Wage Type Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, the Wage Type File is updated. A fresh screen is displayed with blank data fields, and a message

confirming that the Wage Type Table record was added successfully is displayed at the bottom of the screen.

C= Change

Only the Object Detail, Agency Object and Title field can be changed in the Wage Type Table. Modification to the Wage Type field requires the deletion of the original record and the addition of a new record.

From the Entry screen:

To **C**hange a record, the record must first be displayed on the screen. To display a record and make a change, choose one of the following options:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate value in the Wage Type field, and press **Enter** to **V**iew a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate value in the Wage Type field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the Wage Type record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

Note: To blank out (delete) information on input fields, use the delete key or the space bar.

D=Delete

From The Entry Screen:

To **D**elete a record, choose one of the following options:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the appropriate value in the Wage Type field, and press **Enter** to **V**iew a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate value in the Wage Type field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown here.

ACTION CONFIRMATION

Delete Descriptor Record

Press PF4 to confirm; PF2 to cancel

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Wage Type Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Wage Type Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

N=Next

From The Entry Screen:

Next performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

P=Print Table

The **P**rint Table function provides agencies the option of generating an electronic report file of the Wage Type Table Listing Report and/or printing the report. An example of the CSB90259 report is displayed in Exhibit VI-2-4.

From the Entry or List screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

```
Print/Report File Selection
Descriptor Table - Wage Type (D59)

- Enter Destination:
F=Report File only
Report File: CS9990.CSI902.TBL-D59.IQ.D2050324.T090233
P=Printer Output and Report File
Printer ID: CTP2 Report Class: Z Report ID: ITBL
Report File: CS9990.CSI902.TBL-D59.IQ.D2050324.T090233
O=Printer Output after Overnight Processing
Printer ID: CTP2 Report Class: A Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- **F** Immediately generates an electronic report file of the Wage Type Descriptor Table (D59) Listing Report (CSI90259).
- P Immediately generates an electronic report file of the Wage Type Descriptor Table (D59) Listing Report (CSI90259) and ROPES the Wage Type Table Descriptor (D59) Listing Report (CSI90259) to an agency printer.
- O ROPES the Wage Type Table (D59) Listing Report (CSB90259), including the current day's table maintenance, to an agency printer after the table process is run.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

<u>Note</u>: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to <u>calstars@dof.ca.gov</u>. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete Overnight Table maintenance before the Table process is initiated. For the Wage Type table, Overnight Print is the only maintenance that may be recalled.

From the Entry or List screen:

Key **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. Use **F2** to return to the Entry screen.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

Remove the request to Print D59
*** End of Data ***

Press Enter to remove the request(s).
PF2
Retrn
Bkwrd Frwrd
```

Key **Y** in the field to the left of the desired print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

V=View

From the Entry Screen:

Key **V** in the Function field, the Wage Type, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

From the List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI90259) **and** generates a single record report file from the Wage Type Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSIVIV.CSI902.TBL-59.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate value in the Wage Type field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Labor Control Table screens:

F1=Help - The following two types of online help are available on pop-up screens:

- ♣ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and F1 is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.
- **General text information** is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or Next—The following two functions are available for the F2 key:

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the Agency Wage Type Activity Log screen.

F5=List or Log Detail—The following two functions are available for the F5 key:

List—Displays the Agency Wage Type List screen.

Log Detail—Displays the Wage Type Log Detail screen.

F7=Bkwrd (Backward) —Go to the previous record (page of records).

F8=Frwrd (Forward) —Go to the next record (page of records).

F9=Clear—Erases all keyed fields.

F10=SWIst—Displays the Statewide Wage Type list.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

WAGE TYPE TABLE REPORTS

The following report is system generated:

Wage Type Descriptor Table (D59) Activity Report (CSB90159) - This report displays all table maintenance successfully entered online during the work day. It is produced after overnight processing whenever an online table maintenance has been completed. The Wage Type Table (D59) Upload Activity Report (CSB904-59) displays all table maintenance and maintenance errors created by the upload process. The reports are displayed in Exhibit IV-D59-3.

The following report is produced upon department request:

Wage Type Descriptor Table (D59) Listing Report (CSB90259/CSI90259) - This report is produced when function P=Print Table or W=Print Rec (1 record only) is entered on the Wage Type Entry screen. The report is displayed in Exhibit IV-D59-4.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Wage Type Table (D59) Activity Report (CSB90159) should be reviewed to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

Exhibit IV-D59-1

Data Element	Length	Contents
Control Key:	•	
DESCRIPTOR TABLE ID (D59)	2	The Descriptor Table ID is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is automatically set based on the signon used. It cannot be altered.
WAGE TYPE	4	Enter the four digit Wage Type.
Information Element:		
TITLE	25	Enter the Wage Type Title.
OBJECT DETAIL	3	Enter the Object Detail code. (Must be defined in Statewide Descriptor Table D11).
AGENCY OBJECT	2	Enter the Agency Object code, this field is optional. (Must be defined in the Agency Descriptor Table D12).
THE FIELD BELOW IS DISPLAYED ON	THE ENTR	Y SCREEN AND REPORTS.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered by the user.
THE FIELDS BELEOW ARE ONLY DI	SPLAYED (ON THE REPORTS.
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+4	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

Exhibit IV-D59-3

CALSTARS 1.59 (revised 8-21-2012)	WAGE TYPE (D59) DESCRIPTOR TABLE ENTRY FORM	ORG:
PREPARED BY:	DATE: ENTERED BY:	DATE:
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	
WAGE TYPE		
TITLE		
OBJECT DETAIL	AGENCY OBJECT	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	
WAGE TYPE		
TITLE		
OBJECT DETAIL	AGENCY OBJECT	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	
WAGE TYPE		
TITLE		
OBJECT DETAIL	AGENCY OBJECT	
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	
WAGE TYPE		
TITLE		
OBJECT DETAIL	AGENCY OBJECT	
REPORT DESTINA	ATION IF P=PRINT TABLE FUNCTION SELECTED (F=Report File only, P=Printer Output) (O=Overnight Printer Output)	ut and Report File)

Exhibit IV-D59-4

		CALSTARS	WAGE T	YPE DESCRIP	OR TABLE (D	59) ACTIVITY	Y REPORT	ORG PAGE:	2
08/	17/2012 (07:00) ***********	*****	*****	*****	******	*******	RUN PAGE:	2
				TRANS	ACTION				
F	WAGE TYPE	TITLE	OD -AO	DATE	TIME	USERID	ERROR MESSAGES		
-									
С	0042	FURLOUGH	001-09	08-17-2012	03:03:14 PM	CSCSPRT			
С	0300	QUOTA LUMP SUM PAYOUT	001-08	08-17-2012	03:04:01 PM	CSCSPRT			
С	0300	QUOTA LUMP SUM PAYOUT	001-07	08-17-2012	03:16:23 PM	CSCSPRT			
0				08-17-2012	03:10:52 PM	CSCSPRT			

CS.	B90459 ***	*******		DEPARTMEN'	T OF AIR QUA	ALITY	********	* ORG	NUMBER:	9999
		CALSTARS	WAGE TYPE	DESCRIPTOR '	TABLE (D59)	UPLOAD ACTIVI	TY REPORT	ORG	PAGE:	2
08	/17/2012 (07:00) **********	*****	*****	*****	*****	********	* RUN	PAGE:	2
				TRANS	ACTION	-				
F	WAGE TYPE	TITLE	OD -AO	DATE	TIME	USERID	ERROR MESSAGES			
-										
Α	2322	PD043 EDUCATION DIFF	001-10	08-17-2012	09:20:14 AN	4 CSCSPRT				
А	2363	UNIFORM ALLOWANCE	520-01	08-17-2012	03:04:01 PM	4 CSCSPRT				

	CALSTARS	WAGE TYP	E DESCRI	PTOR TABLE (D59) LISTING	REPORT	ORG PAGE:	1
08/17/2012	(07:00) *********	*****	*****	******	******	****** RUN PAGE:	1
WAGE TYPE	TITLE	DEFAULT OD	OD -AO	CALSTARS TITLE	(D11/D12)	LP DATE	
0042	FURLOUGH	001	001-09	FURLOUGH		08-17-2012	
0300	QUOTA LUMP SUM PAYOUT	001	001-07	QUOTA LUMP SUM PAYOUT		08-17-2012	
2322	PD043 EDUCATION DIFF	001	001-10	PD043 EDUCATION DIFF		08-17-2012	
2363	UNIFORM ALLOWANCE	520	520-01	UNIFORM ALLOWANCE		08-17-2012	